



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Defense Civil Defense Division 959 E. Confederate Ave. Atlanta, Georgia - Planning Section	Application Number <b>90-A</b>	
Application Number		Date Received SEP 10 1979	Date Completed OCT 15 1979
2. Person to Contact Jim Hill		Working Title Chief of Planning	
		Telephone Number 656-6177	
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. <u>90</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest To Present		5. Records Series Title (followed by title used in office; if different) State and Local Government Civil Defense Emergency Plans	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Civil Defense Division is responsible for preparing for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from emergencies or disasters or the imminent threat thereof. The Planning Section is responsible for the development and maintenance of written emergency operating plans and procedures and for assisting local governments in the development of such plans in order to facilitate the operation of the Civil Defense Division in times of natural disaster or nuclear emergency.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: The operation of state government, government agencies and local governments at times of disaster; includes threatened or actual war emergency.  Included are:  Georgia Natural Disaster Operations Plan Georgia Nuclear Emergency Operations Plan Hurricane Evacuation Plan for Coastal Georgia Crisis Relocation Plans Community Shelter Plans Community Natural Disaster Operations Plans  File is arranged: State: by category of disaster; by date. Local: by category of disaster; alphabetical by county.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10-20</u> ; Seven to twelve months old <u>5-15</u> ; Thirteen to twenty-four months old <u>5-15</u> ; twenty-five months and older <u>15-30</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Book Form</u> Annual accumulation varies.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? This office; governor's office; other state agencies; local CD offices.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>3-5</u> years.
c. Federal law	<u>3</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

State and federal law establish need for and authority of plan. Administrative need includes daily reference; plan scheduled for major revision approximately 3-5 years; includes research and historical value. Federal, Office of Management and Budget Circular A-102, September 12, 1977.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

All files of this series will be held until the end of each calendar year and then forwarded to State Archives.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Paul C. each</i>	9-7-79	<i>Frank N. Brent</i>	9-7-79												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>10-12-79</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carole Hart</i></td> <td>10-10-79</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>10-15-79</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	10-12-79	Secretary of State/Designee	<i>Carole Hart</i>	10-10-79	Attorney General/Designee	<i>[Signature]</i>	10-15-79
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Attorney General/Designee	<i>[Signature]</i>	10-15-79													



STATE  
OF  
GEORGIA

31-07  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>January 20, 1972</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received <b>MAR 28 1972</b> Application No. <b>90</b> Date Completed <b>MAR 29 1972</b>	
2. Agency Application No. <b>3-72</b>					
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Defense Civil Defense Division (Operations Section) P. O. Box 18055, Atlanta, Georgia 30316</b>			4. Person to Contact <b>Thomas F. Bohannon</b>		
			5. Working Title <b>Operations Officer</b>		6. Tel. No. <b>X232 627-2471</b>
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates <b>1962 to 1971</b>		9. EXACT SERIES TITLE <b>STATE AND LOCAL GOVERNMENT CIVIL DEFENSE EMERGENCY PLAN FILES</b>			
10. What function performed resulted in creation of this series  <b>To administer the Federal Civil Defense Act of 1950 (PL 920), and the State Civil Defense Act of 1951 as amended. This involves preparation and maintaining in a current status the State Civil Defense Emergency Plan and copies of all local government Civil Defense Emergency Plans.</b>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any  <b>This series consists of Civil Government Emergency Plans (State, County, and Municipal). Subject plans set forth operational policies and procedures to be placed in effect in the event of a threatened or actual major disaster including a war emergency.</b>  <b>They also include Community Shelter Planning Files.</b>					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		8	12	NA	
Legal-size File Drawers		None	None	NA	
				FLOOR SPACE OCCUPIED (Square Feet)	
				In Office(s) <b>12</b>	
				In Storage Area(s) <b>NA</b>	
				By Annual Accumulation	
				This Year's <b>Four times per year.</b>	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				AVERAGE DAILY REFERENCES	
				Four times per year.	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series?  
Required by laws cited in Item 10. ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency?  
Copy has previously been sent to Secretary of State and State Library. ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function?  
See Item 11. ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed?  
Functions would be an expansion day-to-day function of government affected. ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what?  
Plans are updated and kept in compliance with laws cited in Item 10. ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept Indefinitely years:

- a. ☒ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

See Item 10.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER, then:

Upon preparation of a new Civil Defense Plan, transfer the original copy to the State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Required by laws cited in Item 10.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Thomas H. Bolin</i>	Recommendations prepared by <i>Thomas H. Bolin</i>	Approved by Division <i>Jack Hamilton</i> 3/13/72	Records Management Officer <i>Joseph A. Hange</i> 26 Mar 72
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>James B. ...</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hart</i>	Date 3-28-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Ben W. ...</i>	Date 3-29-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date 3-29-72